



MIAMI BEACH

Building Department
1700 Convention Center Drive, 2nd FL
Miami Beach, Florida 33139
305.673.7610. Fax: 305.673.7857

Permit Fee Refund Request

Date	Permit/Process Number
Property Owner	Job Address
Mailing Address	Apartment/Unit Number
Telephone Number	E-Mail Address
Reason for Refund	Requested Refund Amount \$

I am requesting a permit fee refund. I understand that the following fees are non-refundable according to the City of Miami Beach Fee Schedule: (1) Upfront processing fee; (2) Miami-Dade County Code Compliance fees; and (3) State of Florida fees mandated by statute. I also understand that the refund must be greater than \$100.00 in order to receive a refund.

Refund Policy: All refunds will be made payable to the Property Owner of record.

Property Owner Signature	Date
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Office Use Only

Date of Receipt by Permit Clerk	Permit Clerk (Print Name)	Permit Clerk Signature
Date of Review by Permit Section Supervisor	Permit Section Supervisor (Print Name)	Permit Section Supervisor Signature indicating refund approval
Date of Review by Quality Assurance Coordinator	Quality Assurance Coordinator (Print Name)	Quality Assurance Coordinator Signature indicating refund approval
Refund Request Approval <input type="checkbox"/> Yes <input type="checkbox"/> No	Approval/Denial Date	Amount of Refund \$
Reason for Denial		
Date of Receipt by Administration for processing in Eden	Office Associate V (Print Name)	Office Associate V Signature indicating receipt
Permits Plus Updated <input type="checkbox"/> Yes <input type="checkbox"/> No		Eden Refund Request Processed <input type="checkbox"/> Yes <input type="checkbox"/> No

ADA Information

To request this material in accessible format, sign language interpreters, information on access for persons with disabilities, and/or any accommodation to review any document or participate in any city-sponsored proceeding, please contact 305.604.2489 (voice), 305.673.7524 (fax) or 305.673.7218 (TTY) five (5) days in advance to initiate your request. TTY users may also call 711 (Florida Relay Service).

City of Miami Beach Mission

We are committed to providing excellent public service and safety to all who live, work and play in our vibrant, tropical, historic community.

Form Name	Permit Fee Refund Request
Form Purpose	This form is completed if the Property Owner would like to request a permit fee refund.
Related Forms	Permit Cancellation Form
Associated Fees	
Refund Policy Form Process	All refunds will be made payable to the Property Owner of record.
For Assistance	Please contact: <ol style="list-style-type: none">1. In – person: Building Department, Miami Beach City Hall, 1700 Convention Center Drive, 2nd FL, Miami Beach, Florida 331392. Via Telephone: 305-673-76103. Via E-mail: buildingdepartment@miamibeachfl.gov4. Online: www.miamibeachfl.gov

Building Department Mission

We are dedicated to serving the public by the efficient and effective supervision of construction, business, professional and personal activities to safeguard the public health, safety and general welfare of the City's residents and visitors by enforcing the Florida Building Code and the City Code of Ordinances.